



# CITY OF HOUSTON

## Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

ADMINISTRATIVE COORDINATOR

PN# 112942

HOUSING and COMMUNITY DEVELOPMENT

REAL ESTATE/LOAN SERVICING

LOAN SERVICING

601 SAWYER, 4<sup>TH</sup> FLOOR

MONDAY-FRIDAY, 8:00 am-5:00 pm\*

\*Subject to change

9DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

- Collect and analyze housing data from other City departments and outside agencies used to determine affordable housing needs.
- Assist underwriting in the development of owner proposed initial rent schedules for multi-family affordable housing projects.
- Review compliance reports submitted by owners/recipients to ensure that both federal regulations and contract provisions are satisfied with regard to tenant income, rent limits and leasing of restricted units.
- Monitor initial leasing of multi-family projects for conformance with requirements of loan agreements and provide technical assistance regularly to property managers.
- Conduct pre-lease up meetings with owner/leasing managers regarding the leasing of restricted units.
- Prepare, edit and revise correspondence; prepare, edit and revise policies and procedures to ensure compliance with federal regulations.
- Perform other duties as requested.

10WORKING CONDITIONS

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

11MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor’s degree in Business Administration, Liberal Arts or a related field.

12MINIMUM EXPERIENCE REQUIREMENTS

Five (5) years of administrative experience are required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

13MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).

14PREFERENCES

Ability to learn complex federal regulations and communicate with stakeholders in compliance with specific deadlines.

15SELECTION/SKILLS TESTS REQUIRED

None  
However, the Department may administer a skill assessment evaluation.

16SAFETY IMPACT POSITION

☒ Yes ☐ No  
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 24  
\$1,419 - \$2,048 Biweekly \$ 36,894 – 53,248 Annually

18OPENING DATE

August 30, 2006

19CLOSING DATE

Open Until Filled

20APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 868-8373. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

